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ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
<p><b>Remarks:</b></p> <p style="text-align: center; margin-top: 40px;">Per 7 February D/L Staff Meeting please review the objectives which you might become involved in and be prepared to comment on them following 14 February D/L Staff Meeting.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
O-D/L 1206 Ames Center Bldg.			2-7-74
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FCP *[Signature]*  
 GCS *[Signature]*  
 JAD *[Signature]*  
 Bms *[Signature]*

DD/M&S 74-0427

05 FEB 1974

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Joint Computer Support  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, ISAS

SUBJECT : Potential Deputy Director Level  
FY 1975-FY 1976 Objectives

REFERENCE : Multiple Adse memo dtd 22 Jan 74 fr DD/M&S;  
subj: FY 1975-FY 1976 Objectives (DD/M&S 74-0193) - 4-0411

1. Paragraph 4 of referenced memorandum promised each of you some ideas from the DD/M&S on potential DD level objectives. Attached are two sets of potential objectives. One set applies to all M&S Offices; a second refers to your Office more specifically.

2. In some cases you may note similarity between objectives we have formulated and those you have submitted. Since we developed them independently, we thought we would send them along even though they may appear to be duplicative. You will find some of the statements provocative and may question the relevance of others. The intention is to stimulate thought and discussion with a view toward developing some new and challenging objectives for FY 1975 and 76. You should think about these and those you have submitted in terms of paring and refining the list, focusing finally on those which you and the DD/M&S agree are most significant. We look forward to a full and open discussion during the conferences scheduled in late February and early March.

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Chief, DD/M&S Plans Staff

Attachments: a/s

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OL 4 0707

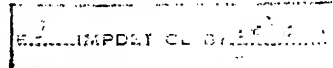
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2 IMPDET CL BY 607054

General - Apply to all M&S Offices

1. By 31 December 1975 ensure that each M&S Office has a working and documented forecasting (market research) program regarding the family of services it does (or might) provide. The results of this program should measure customer acceptance and satisfaction with present services, improvements needed in present services, consumer tests of new services, and judgments on services no longer desired or needed.
2. Develop a DD/M&S capital equipment plan (FY 1976-FY 1980) by 31 March 1975, showing the priority ranking of capital equipment and expected return on investment. Measures of priority will include replacement for obsolete capital equipment essential to achievement of the Agency's national intelligence mission, productivity increases expected with new capital equipment and trade-offs between capital equipment purchase and personnel savings.
3. During CY 1974 begin to build a DDM&S long range plan. Identify by 31 October three experimental techniques (e.g., [REDACTED], various operations 25X1A2g research techniques, market forecasting techniques, etc.) and how they can be used in furthering a DD/M&S long range plan which would be flexible to change.
4. By the end of FY 1975 identify the costs of major services by consumer component for each Office in the DDM&S.
- ✓ 5. During FY 1975 and FY 1976 provide essential support services with a reduction in resource levels.
6. Review 50% in each of FY 1975 and FY 1976 computer output reports generated by/received by your Office and validate the need for the continued output of these reports. By the end of each fiscal year make recommendations to OJCS for deletion of reports which you no longer need.

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7. By the end of FY 1975 have implemented a program which meets the spirit and the letter of the DCI's Letter of Instruction program.

✓ 8. Complete a zero base budget review of the DDM&S in FY 1975 with functional areas identified, decision packages formed, levels of effort identified for each decision package, and priority ranking of decision packages by Office.

✓ 9. By 31 January 1975 have the planned Data Access Centers (Hqs., Ames, Key) ready for operation, and, by the end of FY 1975 have the priority MAP systems agreed to between OJCS and M&S Offices operating through the DAC's.

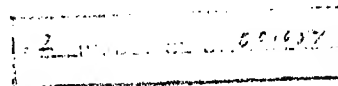
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Potential DD Level Objectives

Office of Logistics

1. Conduct a thorough study during FY 1975 (e.g., political, economic and environmental impact) on the consolidation of Agency Metro Washington holdings (except NPIC) at Langley. Present recommendations by 31 May 1975.
2. Allowing for decrease of 10% to 15% from CY 1972 levels in energy availability, ensure that the Agency's essential operations are not hindered by energy or material shortages during FY 1975.
- ✓ 3. By 30 June 1975 develop and present a planning strategy (citing alternatives to a recommended plan) for meeting Agency energy and material needs during FY 1976-FY 1978.
4. Prior to dissolution of Air America (before end of FY 1975), have a plan with alternatives for Agency contingency air resources (Government-private) for FY 1976-FY 1978. (For Agency Air Advisor)
- ✓ 5. By 31 August 1974 have completed an analysis and be ready to present to the CIA Management Committee a plan for reduction of paper usage of 5% in FY 1975 over the FY 1974 consumption rate. (Joint with ISAS)
- ✓ 6. By 30 November 1974 present a report of the first year impacts on all Agency facilities, travel, transportation, etc., domestic and foreign of the energy crisis.
7. By 30 November 1974 report on the impact of the energy crisis on the disposal of classified waste. (Joint with Office of Security)

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8. By 30 April 1975 review and revalidate the FPA, PRA, and PPA systems and recommended changes if needed. If new systems are needed, by the end of FY 1976 develop new modernized systems in these areas. (Joint with Office of Finance)